



## Chair Review Checklist

A “Chair Review” is the review of a minor project by the chair of the applicable design authority (Design Review Board or Cultural Heritage Commission) for projects that meet the criteria for chair reviews (see over). There is no charge for this review.

Projects that do not meet these criteria require a formal submittal for Design Review or a Certificate of Appropriateness. The Chair may also elect to refer projects to the full board/commission (application fees will then apply).

Applicants are encouraged to meet with the Chair to explain the proposed project and answer any questions he/she may have. The Planning and Building Department will advise when a Chair Review can be scheduled. (The chairs are residents of the City who volunteer their services. The timeframe for the Chair Review depends on the chair’s availability. Appointments are generally scheduled prior to the regularly-scheduled board/commission meetings, but may be available prior to this.)

*The following checklist includes the materials generally required. Please contact the Planning and Building Department prior to any submittals to identify the specific items required for your project.*

1. **Contact Information:** Include phone and e-mail contact information for the Applicant/Owner.
2. **Written Narrative of Project:** Describe the proposed project in detail. Include the extent of the work, the property’s architectural style, and the exterior materials to be used.
3. **Vicinity Map:** Provide a vicinity map (such as a printout from Yahoo Maps or similar) showing the general location of the project.
4. **Site Plan:** Show all structures and features from plan view. Include the site address, a north arrow, and the names of the property owner and/or architect or designer. Indicate the addition/alteration areas in gray shaded format. Show the garage/carport and list the internal dimensions of this.
5. **Elevation Plan:** The elevations are the side views of the building structures. Provide full elevations of the area/s of proposed addition, and include details of the existing and proposed exterior finishes and treatments.
6. **Window and Door Schedule:** The window and door schedule must show the size, type, material, make, and model of the windows and exterior doors in a table/chart format. Indicate if proposed windows are single or double-glazed and if they have grids (true or simulated).
7. **Photographs:** Photographs must show all existing elevations of the subject property and front elevations of neighboring properties. The photographs should show all street views on both sides of the subject property to adequately portray the appearance of the immediate neighborhood. Print the photos two to a page or larger and label them.
8. **Brochures:** Brochures are required for all proposed windows, exterior doors, roofing materials, exterior light fixtures, etc. They must identify specific model or types of product. If different colors or types of the product are available, please indicate the specific product that is proposed.